FY 2015 VEHICLE REPORT INSTRUCTIONS
(July 1, 2014– June 30, 2015)

The 2015 report is divided into three sections –Agency Owned Vehicle Data, Commuting Data for All Vehicles; and FY 2015 Vehicle Purchases. The 2015 online reporting tool permits each of the three sections to be entered independent of each other. When you submit data, the system will verify that you sent it and allow you to use the print screen function to document what you have submitted.   To access the reporting tool go to www.dgs.virginia.gov/fleet .   Click on the "Agency Transportation Officer" link. On the next screen you will see links for each section of this report and these instructions.

Agency Owned Vehicle Data

Information requested is only for the vehicles your agency own (please do not include the vehicles you lease from OFMS).

1. **Agency Number**:   Enter your agency number that is used by the Department of Accounts. For example: The Department of General Services is agency# 194.

2. **Agency Name**: Enter the name of your agency.

3. **The fields marked Sedans, Minivans, Large Vans, SUV's, Pickups, and Other:** Enter a total count for each classification of vehicle owned by your agency.

Other Vehicles: Enter a total count of all self propelled vehicles which have license plates and owned by your agency that do not fall into one of the classes listed above.

5. **Total Fuel Cost for Vehicles**: Enter a total dollar amount your agency spent for fuel for your vehicles during the FY. Typically, your finance personnel can provide you this data using Cost Code 1323.

6. **Direct Maintenance Cost 1259 – 1355:** Enter a total dollar amount your agency spent for maintenance on your vehicles during the FY. Typically, your finance personnel can provide you this data from Cost Code 1259 and/or 1355.

7. **Total Miles Driven**: Enter the total miles driven by all agency owned vehicles reported in this section.

Upon data entry completion, remember to save you work by clicking on the "*SAVE*" link.

Commuting Data For All Vehicles: All Vehicles (Leased from DGS/OFMS and Agency Owned)

For any vehicle that is used in commuting, data is needed for each vehicle. Use a separate line for each vehicle.

1. **Agency Number/Code**: Enter your three digit agency code

2. **Agency Name**:   Enter your agency name.

3. **Pool Number/Equipment #**: This is the pool number OFMS assigns to the vehicle.   These numbers are in the format PXXXXX. For Agency Owned vehicles, use the equipment number your agency uses to track the vehicle.

4. **Driver:** Enter your driver's name.

5. **Total Commuting Miles Driven**: Enter the total annual commuting miles driven by the driver indicated in item 4.

6. **Total Commuting Fees Collected**:   Enter the dollar amount collected from the driver listed in item 4.

Upon data entry completion, remember to save you work by clicking on the "***SAVE***" link.

⭐ Once the data is verified, click on **"Save Commuting Data"**

FY 2015 Vehicle Purchases

List each of the vehicles you have purchased during the FY.

1. **Agency Number/Code**: Enter your three digit agency code.

2. **Agency Name**: Enter your agency's name.

3. **Year**: Enter the model year of the vehicle.

4. **Make**: Enter the manufacturer (Chevrolet, Dodge, Ford, GMC, etc) of the vehicle.

5. **Model**: Enter the model of the vehicle.

6. **Gross Vehicle Weight (GVW)**: Enter the gross weight of the vehicle. (GVW will be found on the vehicle registration card.)

7. **VIN: (only) for alternate fuel vehicles (flex fuel, compressed natural gas, or electric)**, enter the vehicle identification number. The VIN will be on the vehicle registration card, and on the metal plate which is normally affixed to the left corner of the dashboard next to the windshield. (the VIN will be exactly 17 characters/numbers.)

8. **Fuel Type**: From the drop down box select the type of fuel this vehicle uses. If you vehicle is Flex Fuel/E-85 capable, choose this category (not gasoline).

9. **Conversion Type**: **For all alternative fuel capable vehicles, choose the type of conversion.**   If the vehicle came from the factory as an alternative fuel vehicle, elect *OEM*. However, if a third party did the conversion, elect *aftermarket*.

10. **Conversion Date**:   For vehicles which were converted aftermarket indicate the date of conversion.

11. **Delivery Date**:   Enter the date you received the vehicle.

12. **Principle Location where Kept City or County:** Select the City or County where this vehicle is kept.

13. **Zip Code of the Principle Location**:   Enter the postal zip code for your answer in item 12.

14. **Cost**: Enter the purchase cost or total lease price of the vehicle

Upon data entry completion, remember to save you work by clicking on the "***SAVE***" link.

⭐ Once the data is verified, click on **"Save Vehicle Purchase Data"**